

**MINUTES OF THE BOARD OF TRUSTEES OF THE PUBLIC LIBRARY
OF CINCINNATI AND HAMILTON COUNTY**

Date: February 10, 2015

Meeting: Regular

Place: Board Room - Main Library - 800 Vine Street

REGULAR MEETING

CALL TO ORDER

ROLL CALL

Trustees Present: Mr. Hendon, Mrs. LaMacchia, Mr.
Sittenfeld, Mrs. Trauth, Mr. Wright, and Mr.
Zaring

Trustees Absent: Mr. Moran

Present: Kimber L. Fender, Greg Edwards, Andrea
Kaufman and Molly DeFosse

PUBLIC COMMENTS

None.

ACTION ITEMS

EVA JANE ROMAINE COOMBE DIRECTOR'S REPORT

Ms. Fender reported that:

2014 was an incredible year for our Library. The number of items borrowed reached 18,249,132, surpassing 18 million for the first time ever. Digital downloads once again led the growth with 1,788,895 items downloaded, accounting for about 10%, of our total circulation. Print (books and magazines) accounts for 50% of the items borrowed with the remaining 40% comprised of all forms of audiovisual materials. Reference questions were also up 8% surpassing 2.1 million as was program attendance which reached 510,000 for the more than 25,000 Library programs offered in 2014.

Our cardholders increased to 579,158 with 89% of Hamilton County households having at least one Library cardholder.

The Library again received a five-star rating in the LJ Index 2014, which ranks libraries according to per capita circulation, visits, program attendance, and Internet use, the highest rating possible. For libraries with budgets of \$30 million or more we ranked second in the country.

Our Library was ranked 6th overall in circulation for 2013, up from 7th in 2012. With the Horseshoe Casino open its first full year, the Main Library dropped to the 3rd most visited attraction in Downtown Cincinnati for 2013.

The Library completed the Avondale branch accessibility project with a ribbon cutting ceremony on May 20. In addition to making the branch fully accessible, the branch underwent a significant renovation with new furniture, carpeting, lighting and upgraded heating and cooling. Self-check was added as were computers. The beautiful new entrance includes a custom Rookwood tile commemorating the branch's 100th anniversary and reflecting the Rookwood tile framing the original entrance.

With this project completed only three Library-owned branches are not fully accessible; Price Hill, Madisonville and Walnut Hills. A feasibility study to also make these locations accessible was completed in 2014. These facilities can be made accessible without acquiring additional property.

Groundbreaking ceremonies were held on April 21 for new branch libraries in St. Bernard, Reading and Clifton. All projects will be paid for without debt and are projected for completion by summer of 2015. These new branches will greatly expand the services available in these communities with technology labs, MakerSpaces, study rooms, program spaces, and at Clifton, after-hours lockers.

Duke Energy presented the Library with the Power Partner Award for the Main Library Energy Retrofit project and an incentive check for \$210,000.

Staff worked with Dr. Howard Fleeter to develop an easy-to-use spreadsheet that calculates a library's return on investment or ROI. This ROI calculator shows that our community receives \$6.36 in value for every dollar spent on library services bringing the Library's total economic benefit to an astonishing \$324.1 million.

The Library transitioned from Summer Reading to Summer Learning with great success. Our traditional summer reading program saw a decrease in registrations but a substantial increase in completion with 70% of registered students completing the program. Brain Camps were offered at every location with some one-day camps and others week-long. More than 2,500 children attended a Brain Camp up 66%. The new Summer Camp Reading program assisted about 70 struggling readers over the six-week camp with documented reading improvements. Finally, Staff served nearly 18,000 lunches at 14 Library locations, a 20% increase.

With the use of tablets and smartphones replacing desktop computers, the Library began piloting a mobile service model in anticipation of being completely mobile at the three new branches. The Main Library's Information & Reference Department and Westwood Branch have led our system in adapting to the mobile service environment. There was a brief conversation with regard to the complexity of reference questions requiring staff assistance. Staff indicated that customers typically ask more difficult questions that cannot be answered with a google search.

Library staff also planned for the introduction of MakerSpaces to our Library. The Main Library's 9,000 square foot MakerSpace opened January 26, 2015 on the second floor of the North Building. Smaller MakerSpaces are planned for both St. Bernard and Reading. Mr. Hendon and Mr. Sittenfeld commented on the resources available in the MakerSpace at the Main Library and encouraged other trustees to visit.

CARDHOLDER SATISFACTION SURVEY RESULTS

In November 2014, customer satisfaction survey was conducted. The survey has been offered for several years making it very useful for measuring change and progress. There were nearly 13,000 survey responses, double the number of responses in 2013. The overall satisfaction rating of 6.2 (out of 7) was consistent with the rating in previous years. The percent of customers who have downloaded an item from the virtual library had been increasing from 2010 to 2013 but decreased slightly in 2014 from 59% to 57%. When asked what would increase their use of the Library, respondents requested more access to new and popular items in both books (81.2%) and eBooks (78.7%) and also more DVDs (84.5%). This feedback will be used in collection purchasing in 2015. The survey respondents read or listened to an average of 18.7 books in the past year and were frequent library visitors as children with 59.5% visiting more than once a month as a child. The respondents were well-educated with 71% having a Bachelor's degree or higher; women, 68.8%; and not primary caregivers for children of any age, 83.6% to 89.1% depending on the child's age. The Library staff will be working to reach those in our community who are not college educated with information about the Library's programs and services. The Board inquired as to what areas ranked lower in customer satisfaction. Staff answered that customers would like more items in the collection.

This year for the first time we included a Net Promoter Score question on the survey. This is a one question scale of customer loyalty. When asked, "How likely are you to recommend the Library to others?" 78% of respondents were very likely, 16% somewhat likely and 6% unlikely. To get our Net Promoter Score the detractors, 6% are subtracted from the promoters 78% for an excellent Net Promoter Score of 72. While this is an excellent Score the key to using this measure effectively is to identify the detractors and follow-up; steps we will be taking over the next year. Staff is interested in knowing this Score for each Library location so that best practices and problem areas can be identified. The Board also indicated an interest in seeing the data on a branch by branch level.

TESTIMONIALS TO PROMOTE LIBRARY USE

The circulation system tracks how many items each person has ever checked out. The Library is able to run a report that shows the top borrowers in our system. First, the count starts with the implementation of our new circulation system in August 2012. Our top individual borrower had borrowed nearly 30,000 items in that time! Just a reminder, we don't know what they borrowed just how many. Among the top 100 borrowers were also many served by our Outreach Services Department including individuals living in retirement communities and collections delivered to retirement communities for shared use by residents, there were also numerous teachers and homeschools. One family had three members in the top 100 with each borrowing around 20,000 items. We're offering these outstanding customers a gold Library card to recognize their special status and hope they'll agree to share their stories of Library use with us and our community.

LIBRARY USE CHANGING – AGAIN

An analysis of Library statistics shows that use of Library-provided computers has dropped by almost 16% in the last two years from a high of 1.9 million in 2012 to 1.6 million in 2014. Main Library accounted for a significant portion of this decline dropping from more than 587,000 in 2012 to 474,000 in 2014. In reviewing this we determined that the adoption of mobile devices was a contributing factor. As more people have smart phones and tablets, their use of desktop computers changed. Today, people using a Library computer are utilizing the computer for the allowed hour and using their mobile device to check email or other quick tasks. In many cases, customers are utilizing the Library's Wi-Fi with their own device. Although we just recently began counting Wi-Fi sessions, data from 2014 show this service is heavily used with more than 200,000 sessions from September to December 2014.

Although use of desktops has declined and may drop even more, we are not planning to remove any computers at this time. Data show that all computers are in use during peak demand times in the afternoon and evening. We are considering several changes including new software, additional classes and the addition of Apple computer products. As Wi-Fi use grows we will continue to increase bandwidth.

GOVERNOR'S BUDGET INTRODUCED

On February 2nd, Governor Kasich introduced his budget, the first step in the State's fiscal year 2017 budget process. As expected the budget proposed numerous tax changes with a sizable reduction in income taxes, 23%, and increases in other taxes. Since two-thirds of the Library's funding comes from the State through the Public Library Fund, currently 1.66% of all General Revenue Fund taxes, we will be watching closely to see if these changes are incorporated into the final budget and how they impact Library funding. The House will introduce and pass a budget bill, followed by the Senate then a conference committee to resolve any difference between the two budgets. Ohio generally adopts a budget by the start of the biennium, July 1, 2015.

SOUTHWEST OHIO REGION WORKFORCE INVESTMENT BOARD

Ms. Fender has been asked to again serve on the Southwest Ohio Region Workforce Investment Board. She previously served but resigned the position to allow for more business representatives to serve. However, new federal legislation known as the Workforce innovation and Opportunity Act, replacing the 1998 Workforce Investment Act and effective this summer, specifically includes public libraries as partners in workforce development. The SWORWIB operates the local Ohio Means Jobs Center and meets quarterly. Participation on this Board would provide the opportunity for promotion of Library services to job-seekers and the possibility of additional funding for workforce development services.

LIBRARY FOUNDATION

The Foundation Board held its quarterly meeting on January 28. The resignation of Foundation Chairman Charlie Powers was announced. Scott Richards was elected Chairman. At that meeting it was reported that:

- The Foundation's Annual Fund total is over \$109,000.
- The Foundation endowment is now at \$3.8 million.
- The annual distribution from the Eva Jane Romaine Coombe gift for naming rights for the Director's position is \$37,312.77.
- Naomi Tucker Gerwin, sponsor of the Writer-in-Residence program has contributed \$20,000 to continue the program in 2015 and 2016.
- Foundation Director Tom Law made a 10-minute documentary video of the Writer-in-Residence to be available once final editing is complete.
- The Foundation received over \$1,200 from Kroger's Community rewards program.
- Kroger donated \$2,100 in gift cards to purchase healthy snacks for children during the school winter break.

FRIENDS OF THE PUBLIC LIBRARY

Proceeds from the Friends Winter Warehouse Sale in January were \$30,394 a 17% increase of 2014's total of \$24,845. The next book sale will be at the Madeira Branch Thursday, March 5 through Saturday, March 7.

The Friends Board of Trustees meeting was held January 23. The Friends approved their fiscal year 2016 budget which includes a \$15,000 reduction in Library support dropping from \$225,000 to \$210,000. The Friends are projecting a \$20,000 drop in book sale revenue in FY2016, primarily as a result of the retirement of a long-time volunteer who handled Internet sales of more valuable books resulting in as much as \$25,000 in revenue each year.

Since 2003 the Library and the Friends have had a services agreement regarding the handling of Library discards and services provided to the Friends by the Library. After being renewed several times the agreement became month-to-month in 2011. Over the years the services provided by the Library have changed and we believe it is now time to revisit that Agreement. Accordingly, we plan to give the Friends the 60 days-notice required to terminate the Agreement. The Library will continue to provide all services until a new Agreement is reached.

Mrs. LaMacchia moved the report to be approved as submitted. Mr. Hendon seconded.

Voting for the motion: Mr. Hendon, Mrs. Trauth, Mr. Zaring, Mrs. LaMacchia, Mr. Wright, and Mr. Sittenfeld...6 ayes. The motion carried. **(01-2015)**.

FINANCE & AUDIT COMMITTEE REPORT

Mr. Wright reported:

AUTHORIZATION TO TRANSFER FUNDS

The 2015 Appropriations established in December 2014 includes \$2 million to be transferred from the General Fund to the Building & Repair Fund. Authorization is requested to transfer those funds during the year as cash flow permits as determined by the Fiscal Officer.

CORRECTION OF 2015 APPROPRIATIONS

The 2015 Appropriations approved at the December 2014 Board meeting included a typographical error for the object level for both the Dwyer Fund (reported as Capital Outlay) and the Howard Fund (reported as Purchased/Contracted Services). The correct object in both cases is Library Materials. The correct object was reported to the county when annual appropriations were submitted in January 2015. This is being reported for confirmation and clarification purposes.

Mr. Hendon moved that the Board approve the report as filed. Mr. Wright seconded.

Voting for the motion: Mr. Hendon, Mrs. Trauth, Mr. Zaring, Mrs. LaMacchia, Mr. Wright, and Mr. Sittenfeld...6 ayes. The motion carried. **(02-2015)**.

FISCAL OFFICER'S REPORT

Ms. DeFosse reported that:

2014 YEAR END SUMMARY

The table below represents the final 2014 available fund balances as were reported to the County in January 2015. The variances from the December 2014 report are the result of overall favorable actual activity as compared to the estimates.

<u>FUND</u>	<u>2014</u> AVAILABLE BALANCE	<u>2015</u> ESTIMATED RESOURCES	<u>2015</u> APPROPRIATION
General Fund	\$9,600,000.00	\$56,500,000.00	\$57,000,000.00
Building & Repair Capital Fund	2,845,900.00	2,000,000.00	2,000,000.00
Special Revenue (4 funds)	356,299.00	105,000.00	171,900.00
Permanent (44 funds)	<u>1,554,142.00</u>	<u>116,120.00</u>	<u>297,400.00</u>
Total	<u>\$14,356,341.00</u>	<u>\$58,721,120.00</u>	<u>\$59,469,300.00</u>

2014 GENERAL FUND BUDGET COMPARED TO ACTUAL

The table below shows the beginning budget versus the revised budget for the General Fund and represents the revised budget by revenue and expense category compared to the end of year actual.

The overall revenue was almost 2.5% over the revised budget. Both the PLF and tax levy receipts came in slightly ahead of expectations. Expenses came in about 3.5% less than the revised budget. This in large part from realized salary and benefit savings as a result of continued implementation of ongoing cost savings measures, vacant positions and historically conservative budgeting of salaries and benefits, as well as continued utility savings recognized through the two Energy Retrofit projects.

	Original Budget	Revised Budget	Actual	Variance to Revised Budget
Revenue				
PLF	35,212,876	35,212,876	35,617,885	405,009
Tax Levy	17,510,160	17,510,160	18,044,151	533,991
Fine & Fees	1,286,000	1,286,000	1,378,960	92,960
Interest	35,000	35,000	38,547	3,547
Services	5,000	5,000	603	(4,397)
Contributions	51,000	51,000	38,141	(12,859)
Miscellaneous	889,964	889,964	1,166,254	276,290
	54,990,000	54,990,000	56,284,541	1,294,541
Total Revenue				
Expenses				
Salaries	27,387,723	27,387,723	26,378,566	1,009,157
Benefits	8,665,950	8,665,950	7,964,822	701,128
Supplies	1,263,717	1,313,717	1,280,318	33,399
Purchased Services	9,585,067	9,085,067	8,440,630	644,437
Library Materials	9,211,130	9,211,130	9,211,130	-
Capital Outlay	623,265	873,265	837,657	35,608
Other Expenses	420,000	620,000	578,271	41,729
Capital Transfer	9,000,000	9,000,000	9,000,000	-
	66,156,852	66,156,852	63,691,394	2,465,458
Total Expenses				

2014 AUDIT

The audit for 2014 will be performed by the Auditor of State's Office. The audit is scheduled to begin the week of February 23, 2015.

LIBRARY OPERATIONS – SERVICES COMMITTEE REPORT

Mrs. Trauth reported that:

TEHCENTER DEPARTMENT MANAGER BILL HYDEN

Bill Hyden, TechCenter Manager, began working for the Library as the TechCenter Manager in February of 2013. In December of 2014 Bill's role expanded to include the management of the new MakerSpace area. Before coming to the Library, Bill's work experience included six years in the United States Navy, 20 years at Luxottica Retail in Information systems and four years as the Director of Technical Services at Luxottica. He is a member of the current Management Academy class.

Mr. Hyden reported that in the short time since the opening of the MakerSpace on Monday, January 26, the interest in the area has been overwhelming. A diverse group of enthusiastic users have flooded the area with questions about and ideas for the new service. The goal of the MakerSpace is to continue to strive toward the Library's mission statement of connecting people with the world of ideas and information. By providing access to equipment, technology, and educational opportunities that otherwise may not be available to the general public, the MakerSpace encourages users to collaborate and innovate in a creative environment. Department staff provides training and support for 12 unique work stations. From audio recording and photography to laser engraving, vinyl cutting, and 3D printing, to sticker creation and button making, the MakerSpace provides a welcoming environment for anyone. During the first month of operation we are providing clinics each morning and afternoon to educate our customers to the type of services and equipment we offer. Starting in March we will offer more detailed training for all the stations and equipment. We are planning to build programs and partnerships with local schools and business in the area and have already begun discussions with both Xavier University and the University of Cincinnati. The Makerspace is holding clinics twice a day and starting Saturday "Make and Take" programs.

The Board inquired as to the marketing efforts being done to promote the service and the process for scheduling equipment. The staff indicated that the equipment is scheduled using the online reservation system and that reservations can be made up to 99 days in advance.

Mr. Edwards reported:

OHIOANA 2015

Dozens of published writers from Hamilton County will chat with fans, sign books, and talk about the creative writing process during Ohioana 2015 at the Main Library Sunday, April 12, 1:30–4pm. This year's "All-Star Author" event will feature a keynote speech, Hamilton County author recognition, an author meet and mingle, and for the first time, a \$100 award for the Cooper Award recipient underwritten by the Friends of the Public Library. Authors will have the opportunity to sell books after the ceremony.

VISITS FROM TWO LIBRARIES TAKE PLACE ON SAME DAY

Dan Meehan, Principal, HBM Architects, visited the Information and Reference Department, and the Westwood Branch on January 23, 2015, as part of his work to design Toledo-Lucas County Public Library's new buildings. Mr. Meehan was interested in observing the mobile model being piloted in these two agencies - a model that will be fully operational at the Library's three new branches when they open. On the same day, a group of staff from the Lexington Public Library visited the Groesbeck Branch and the Main Library to look at our drive-up windows, which they are planning to install in a branch they currently have under construction. While here, the Lexington group also observed the Library's materials sorter, MakerSpace, and our mobile service model.

NEW DATABASES OFFERED

The Library now offers customers access to Lynda.com, an award-winning online service designed to support learners who want to gain specific software, technology, creative, and business skills. Customers can view video tutorials to learn more about using many pieces of the equipment and software in our MakerSpace, or improve design, coding, or multimedia production skills. Other new database resources include FactCite, a database for students which includes biographies, mythology, and cultures of the world; and additional business plan titles in the Virtual Reference Library to supplement small business resources. Access to nytimes.com is coming soon.

LIBRARY PARTNERS WITH LLOYD LIBRARY FOR CATESBY RECEPTION

The Lloyd Library was asked by the Catesby Commemorative Trust to sponsor a book release party on April 19, 2015 for the publication *The Curious Mr. Catesby: A "Truly Ingenious" Naturalist Explores New Worlds*. As part of this launch, we have been asked by the Lloyd Library to host a reception on April 18, 2015, 6:30 – 8:00 p.m. Mark Catesby was a naturalist whose classic multi-volume work, *Natural History of Carolina, Florida and the Bahama Islands*, was published between 1729 and 1747. The Library owns a 3rd edition of this work, along with other naturalist's works, including Audubon's *The Birds of America*. Audubon was an influencer of Mr. Catesby.

Programs and Exhibits of Note

MAUREEN CORRIGAN AUTHOR VISIT

Maureen Corrigan, author of a 2015 On the Same Page title, *So We Read On: How The Great Gatsby Came to Be and Why It Endures*, will speak at the Main Library on Saturday, March 7 at 2pm. Conceived nearly a century ago by a man who died believing himself a failure, *The Great Gatsby* is now universally revered, and reading it is a rite of passage for millions. As *Fresh Air* critic, Georgetown professor, and *Gatsby* lover extraordinaire Corrigan adeptly points out, while Fitzgerald's masterpiece may be one of the most popular novels in America, many of us first read it when we were too young to fully comprehend its power.

ST. PATRICK'S DAY

The Main Library will host its 33rd Annual St. Patrick's Day Celebration. This year's program will feature Celtic music by Foley Road and a performance by the award-winning McGing Irish Dancers. The program will be held on Tuesday, March 17 at 11:45am in the Reading Garden Lounge.

CINCINNATI PUBLIC SCHOOLS CITY WIDE ART EXHIBITION

Works by some of the city's most talented young artists will be on exhibit at the Main Library atrium from March 14 – April 19. The Cincinnati Public Schools City Wide Art Exhibition showcases artwork, including drawings, paintings, sculptures and photographs, from Cincinnati Public School students in kindergarten through 12th grade.

CANSTRUCTION

The Library is once again partnering with CANstruction, a global anti-hunger project, where teams of architects, engineers and construction professionals create sculptures built entirely out of canned food to compete for local and national awards. The food is later donated to the FreeStore FoodBank. Teams will erect their entries for the CANstruction 2015 event in the Atrium and Popular Library on March 3. The sculptures will remain on view through March 22.

THE GREAT AMERICAN PASTIME: THE CINCINNATI REDS AND BASEBALL'S ALL-STAR GAME

This exhibit will feature items and images portraying the history of the Cincinnati Reds from its beginning as baseball's first professional team to more modern times, such as the days of the Big Red Machine. The exhibit will include items on loan from The Cincinnati Reds Hall of Fame & Museum, private owners and items from the Library's collection, including an 1894 scorebook, a scrapbook from a player on the 1919 World Series team, and original newspapers. There will be items from each of the previous All-Star games played in Cincinnati beginning with the 1938 game, including the Library's original program from that 1938 game. The exhibit will be on view in the Joseph S. Stern Jr. Cincinnati Room from April 4 – July 31.

FLYING PIG MARATHON/HOG LOG PROGRAMS

The Library will partner with the Cincinnati Flying Pig Kids' Marathon to encourage kids to *Be Smart, Move More and Eat Well*. February through April, selected branch libraries and the Children's Learning Center will host presenters from the Kids' Marathon and the Nutrition Council. Programs will engage children in fitness, fun and healthy food choices. Participating in the programs and reading, count as "miles" on kids' Hog Logs; the children are eligible to participate in the Kids' Marathon 26th-Mile event during the weekend of the Marathon.

READ ACROSS AMERICA

The Library will again participate in Read Across America at the Cincinnati Museum Center on Saturday, February 28 from 10am to 4pm. Library staff and volunteers will provide storytimes, crafts, games, and prizes as part of the annual "Seuss-a-bration." The Library is pleased to partner again with the local chapter of Pi Beta Phi sorority, who

dedicate their National Day of Service in support of literacy by celebrating Dr. Seuss' birthday.

TEEN TECH WEEK

The Library will celebrate Teen Tech Week March 8-14 with "Libraries are for Making...". Teens will be encouraged to experience the value the Library gives to the community by offering teens a space to extend learning beyond the classroom where they can explore, create and share content. From MakerSpaces to coding classes to knitting clubs, teens can leverage their curiosity and hands-on "do-it-yourself" initiative to connect in meaningful ways with their peers at the Library. The Library staff will be highlighting the Library's new MakerSpace during this week.

NATIONAL POETRY MONTH PROGRAMMING

Throughout April, the Library will host a number of programs in celebration of National Poetry Month. The 15th annual Teen Poetry Contest will take place throughout the month, in partnership with Elementz Urban Arts Center. The Poetry in the Garden series will also take place at the Main Library each Tuesday in April, and will feature readings from local poets, as well as the winners of the Poetry in the Garden Contest, underway now.

HUMAN RESOURCES COMMITTEE REPORT

Mrs. Trauth reported:

For information only

ARTSWAVE CAMPAIGN

The Library's ArtsWave campaign will run from February 2 through February 20. Last year, Library staff contributed a little over \$2,000. This year's campaign includes Jeans Days for Giving on February 13 and 14, a special Reds ticket incentive from ArtsWave and the popular ArtsPass. Our goal is to increase contributions to \$2,500. Ms. Kaufman reported that as of the date of the Board meeting, contributions were slightly over \$4000.

OCRC CHARGE

On January 20, the Library received notification of a discrimination charge filed with The Ohio Civil Rights Commission (OCRC) by Pam Rogers. The charge states that she believes she was denied entry without just cause because of race and sex, when her Library visits were suspended following an incident on August 11, 2014. Our labor attorney, Robert S Brown, is working to resolve the matter.

VOLUNTEER STATISTICS

In January of 2014, in an effort to strengthen our volunteer program, the Library implemented a new volunteer management system, Volunteer Impact. The web-based system dramatically reduces time and cost for staff and volunteers by digitizing the application, placement, and tracking processes. Since the implementation of this new system, the Library has received 1,145 volunteer applications and had a total of 677 volunteers log hours.

STAFF ASSOCIATION EXECUTIVE BOARD

The Staff Association, established in 1925, is open to all staff members, including part-time employees and retirees. The Executive Board, elected by the membership, meets the first Thursday of every month, unless otherwise announced. The following staff members have been elected to serve on the Executive Board of Staff Association: Stephen Headley, President; Beth Thomas, Treasurer; Jessica Bowman, Secretary; Cheryl Selby and Tom Moosbrugger.

LIBRARY OPERATIONS – FACILITIES COMMITTEE REPORT

Mr. Hendon reported that:

PROJECT UPDATES

Clifton

The interior drywall is nearly completed and the basement and 2nd floor have been primed and the first coat of paint applied. The plaster on the main level is being patched. The roof is complete on the addition. The exterior grading has started.

The following change order has been approved and is submitted for confirmation:

Graybach

Change Order No. 10 in the amount of \$2,754.46 to sister two additional joists in the basement ceiling, polyurethane the exposed brick in the technology room, install a lintel above the main entry exterior doors, add a floor outlet to the front adult reading room and lower the small meeting room wall outlet.

St. Bernard and Reading

At Reading, masons are laying brick with approximately 75% completed. Drywall is being installed and finishers have begun their work.

At St. Bernard, the masonry is complete. Drywall is being installed.

The following change orders have been approved and are submitted for confirmation:

Queen City

Change Order No. 3 in the amount of a credit of (\$1,888.51) to change from an integral style sink to a carrier style.

Valley Interior Systems

Change Order No. 2 in the amount of \$1,302.65 to add blocking to the #7 storefront heads, raise the 2G curtain wall, and add closure metal at the roof parapet.

Weisbrod Masonary, Inc.

Change Order No. 2 in the amount of \$7,365.00 for winter protection during the month of December to allow brick installation at both sites.

Avenue Fabricating

Change Order No. 2 in the amount of \$822.60 to rework the steel at the clerestory on the south elevation.

PROJECTED CLOSINGS FOR NEW BRANCHES

While the completion dates for the three branches currently under construction are not final, current construction timelines have them being completed around May/June. As part of the move into the new facilities, the existing branches will need to be closed in order to move the collection. The shutdown for each will be approximately two weeks. Termination clauses were included in the leases for both Clifton and Reading so once vacated we will no longer pay rent for the remainder of the lease term. Required cancellation notice will be given to the landlords of the current rental properties.

Furniture for all three locations has been ordered.

MT. HEALTHY AND DEER PARK LEASES DUE FOR RENEWAL

Both the Mt. Healthy and Deer Park leases expire in August 2015. Staff will shortly notify each landlord to begin negotiations for lease renewal.

Mr. Wright moved that the Board approve the report as filed. Mr. LaMacchia seconded.

Voting for the motion: Mr. Hendon, Mrs. Trauth, Mr. Zaring, Mrs. LaMacchia, Mr. Wright, and Mr. Sittenfeld...6 ayes. The motion carried. **(03-2015)**.

CONSENT AGENDA ITEMS

Mr. Sittenfeld presented the following items for approval:

- Minutes of the Annual Meeting held December 9, 2014.
- Minutes of the Regular Meeting held December 9, 2014.

- Investment Report (summary of invested balances) as of December, 2014 and January, 2015.
- Monthly Financial Reports – for the periods ending December, 2014 and January, 2015.
- Personnel Change Report reflects changes through January 31, 2015.

Action	Agency	Position Title	FTE	Employee Name	Effective Date
APPOINTMENT	AVONDALE BRANCH	LIBRARY SERVICES ASSISTANT	0.50	WALKER, ANTUAN L	01/04/2015
APPOINTMENT	CIRCULATION SERVICES	LIBRARY SERVICES ASSISTANT	0.50	JOYNER, ERIN M	01/04/2015
APPOINTMENT	CIRCULATION SERVICES	LIBRARY SERVICES ASSISTANT	0.50	LEEVEE, AMBERLY R	12/07/2014
APPOINTMENT	CIRCULATION SERVICES	LIBRARY SERVICES ASSISTANT	0.50	LONG, NATALIE J	01/04/2015
APPOINTMENT	CIRCULATION SERVICES	LIBRARY SERVICES ASSISTANT	0.50	WINTLE, HEATHER	12/07/2014
APPOINTMENT	COLLEGE HILL BRANCH	LIBRARY SERVICES ASSISTANT	0.50	ALEXANDER, TEMPEST	11/23/2014
APPOINTMENT	COLLEGE HILL BRANCH	LIBRARY SERVICES ASSISTANT	0.50	RICHARDS, HADLEIGH G	11/23/2014
APPOINTMENT	COLLEGE HILL BRANCH	LIBRARY SERVICES ASSISTANT	0.50	WHITNEY, ALEXIS D	12/07/2014
APPOINTMENT	COLLEGE HILL BRANCH	HOMEWORK HELP AIDE	0.30	ASANTE, LORI S	01/04/2015
APPOINTMENT	COMMUNICATION & NETWORK SRV	TELECOM TECH & ASSIST SYS ADM	1.00	BLEY, RYAN	11/23/2014
APPOINTMENT	COMMUNICATION & NETWORK SRV	SYSTEM ADMINISTRATOR	1.00	TRIST, ORION M	01/04/2015
APPOINTMENT	EDUCATION & HOMEWORK SUPPORT	EDUC & HOMEWORK SUPPORT ASST	0.60	BURGASSER, MEGAN A	12/07/2014
APPOINTMENT	FISCAL OFFICE	SR. FINANCIAL ANALYST	1.00	SANDERS, ALESHA N	01/04/2015
APPOINTMENT	HARRISON BRANCH	STUDENT SHELVER	0.30	CROSLEY, WHITNEY L	01/04/2015
APPOINTMENT	HUMAN RESOURCES	HUMAN RESOURCES COORDINATOR	1.00	OLIVER, MICHELLE R	01/04/2015
APPOINTMENT	HYDE PARK BRANCH	LIBRARY SERVICES ASSISTANT	0.50	FRONDORF, NINA	01/04/2015
APPOINTMENT	MADEIRA BRANCH	STUDENT SHELVER	0.30	RINVEE, TASNEEM	11/23/2014
APPOINTMENT	MAINTENANCE SERVICES	MAINTENANCE MECHANIC	1.00	GUMP, PAUL P	11/23/2014
APPOINTMENT	NORTH CENTRAL BRANCH	LIBRARY SERVICES ASSISTANT	0.50	WINLAND, NATALIE A	11/23/2014
APPOINTMENT	OAKLEY BRANCH	STUDENT SHELVER	0.30	LADOUCEUR, OLIVIA M	12/07/2014
APPOINTMENT	PLEASANT RIDGE BRANCH	LIBRARY SERVICES ASSISTANT	0.50	DIETRICH, DAVID	11/23/2014
APPOINTMENT	SORTING & MATERIALS RETRIEVAL	SORTER	0.50	BRUCE, KENNETH W	01/04/2015

APPOINTMENT	SORTING & MATERIALS RETRIEVAL	PAGE	0.50	HUDEPOHL, RALPH B	01/04/2015
APPOINTMENT	SORTING & MATERIALS RETRIEVAL	PAGE	0.50	EVERAGE, DARIUS	11/23/2014
APPOINTMENT	TECHCENTER / MAKERSPACE	SENIOR LIBRARY SERVICES ASST	0.50	AGBAJE, OLUBUNMI O.	01/18/2015
APPOINTMENT	TECHCENTER / MAKERSPACE	SENIOR LIBRARY SERVICES ASST	0.50	BRAZZLE, EPHINITY K	01/04/2015
APPOINTMENT	TECHCENTER / MAKERSPACE	SENIOR LIBRARY SERVICES ASST	0.50	BRUKER, EDWARD	01/04/2015
APPOINTMENT	TECHCENTER / MAKERSPACE	SENIOR LIBRARY SERVICES ASST	0.60	DICKERSON, WILLIAM S	01/04/2015
APPOINTMENT	VIRTUAL INFORMATION CENTER	LIBRARY SERVICES ASSISTANT	0.60	WHYTE, KAREN J	01/04/2015
APPOINTMENT	WEST END BRANCH	HOMEWORK HELP AIDE	0.30	LUMAINE, KEYASHA	01/18/2015
APPOINTMENT	WYOMING BRANCH	STUDENT SHELVER	0.30	JOHNSON, JAYE E	01/04/2015
APPOINTMENT	VIRTUAL INFORMATION CENTER	LIBRARY SERVICES ASSISTANT	0.50	BRENNER, MEGAN J.	12/07/2014
CHANGE	CIRCULATION SERVICES	LIBRARY SERVICES ASSISTANT	0.60	BILLMAN, CYNDAL	12/07/2014
CHANGE	CIRCULATION SERVICES	LIBRARY SERVICES ASSISTANT	1.00	DANNEMILLER, KATHLEEN	11/23/2014
CHANGE	LOVELAND BRANCH	LIBRARY SERVICES ASSISTANT	1.00	SMITH, CHRISTOPHER W	12/07/2014
CHANGE	SORTING & MATERIALS RETRIEVAL	PAGE	1.00	GARTIN, JACOB	12/07/2014
CHANGE	SORTING & MATERIALS RETRIEVAL	PAGE	0.50	CUNNINGHAM, KATHERINE E	11/23/2014
CHANGE	TECHCENTER / MAKERSPACE	SENIOR LIBRARY SERVICES ASST	0.60	SPENCER, FATIMA E	01/04/2015
CHANGE	TECHCENTER / MAKERSPACE	SENIOR LIBRARY SERVICES ASST	0.60	ONONYE, UCHENNA	01/18/2015
CHANGE	TECHCENTER / MAKERSPACE	SENIOR LIBRARY SERVICES ASST	1.00	WISE, ANDREW	12/21/2014
CHANGE	VIRTUAL INFORMATION CENTER	LIBRARY SERVICES ASSISTANT	0.50	SMITH, TONIA D	11/23/2014
CHANGE	WESTWOOD BRANCH	LIBRARY SERVICES ASSISTANT	0.50	SKAGGS, IAIN R.	01/04/2015
CHANGE	DELHI TOWNSHIP BRANCH	TEEN LIBRARIAN	1.00	THORNLEY, AMY	01/18/2015
CHANGE	LOVELAND BRANCH	LIBRARY SERVICES ASSISTANT	0.50	SHROYER, SAMANTHA A.	12/21/2014
CHANGE	NORTHSIDE BRANCH	CHILDREN'S LIBRARIAN	1.00	BLANKEN, MARNI K	12/07/2014
CHANGE	SYMMES TOWNSHIP BRANCH	REFERENCE LIBRARIAN	1.00	QUINONES, REBECCA	12/21/2014
CHANGE	TECHCENTER / MAKERSPACE	TEAM LEADER	1.00	MULFORD-CHINN, ELLA M.	12/21/2014
CHANGE	TECHCENTER / MAKERSPACE	SENIOR LIBRARY SERVICES ASST	1.00	THOMAS, BETHANY A	12/21/2014
CHANGE	VIRTUAL INFORMATION CENTER	REFERENCE LIBRARIAN	1.00	MOOSBRUGGER, THOMAS A	12/21/2014

CHANGE	TECHCENTER / MAKERSPACE	TECHCENTER/MAKER SPACE MANAGER	1.00	HYDEN, WILLIAM P	12/21/2014
DEMOTION	SORTING & MATERIALS RETRIEVAL	PAGE	1.00	NOE, SAMANTHA	12/21/2014
DEMOTION	VIRTUAL INFORMATION CENTER	SENIOR LIBRARY SERVICES ASST	1.00	ANDERSON, ARPI C	11/23/2014
DEPARTURE	CHILDREN'S LEARNING CENTER	SENIOR LIBRARY SERVICES ASST	0.50	BUELSING, ANGELA B.	12/03/2014
DEPARTURE	CIRCULATION SERVICES	LIBRARY SERVICES ASSISTANT	1.00	FREY, SHERRY L.	01/16/2015
DEPARTURE	CIRCULATION SERVICES	LIBRARY SERVICES ASSISTANT	0.50	FIELDS, TANESHA S.	11/27/2014
DEPARTURE	COLLEGE HILL BRANCH	HOMEWORK HELP AIDE	0.30	CORBIN, ADAM	12/18/2014
DEPARTURE	COMMUNICATION & NETWORK SRV	SYSTEM ADMINISTRATOR	1.00	CHANDLER, MATTHEW	12/26/2014
DEPARTURE	CUSTODIAL SERVICES	CUSTODIAN	0.50	WHITE, CHENELL M	01/02/2015
DEPARTURE	HARRISON BRANCH	STUDENT SHELVER	0.30	DAVIS, KATELYN E	11/28/2014
DEPARTURE	HVAC SERVICES	HVAC MECHANIC	1.00	WINCHESTER, JASON	01/02/2015
DEPARTURE	MARKETING	GRAPHICS/VIDEO SPECIALIST	1.00	OSTOICH, KATHLEEN M.	01/02/2015
DEPARTURE	MIAMI TOWNSHIP BRANCH	LIBRARY SERVICES ASSISTANT	0.50	RIPPERGER, ROBERT	01/31/2015
DEPARTURE	MT. HEALTHY BRANCH	BRANCH MANAGER	1.00	SULLIVAN, ELIZABETH L.	01/30/2015
DEPARTURE	NORTH CENTRAL BRANCH	STUDENT SHELVER	0.30	HELM, JAMAIRA	01/03/2015
DEPARTURE	NORWOOD BRANCH	LIBRARY SERVICES ASSISTANT	0.50	ALEXANDER, RACHEL M.	11/29/2014
DEPARTURE	PLEASANT RIDGE BRANCH	LIBRARY SERVICES ASSISTANT	0.50	SCHREIBER, MICHAEL E.	01/04/2015
DEPARTURE	POPULAR LIBRARY	SHELVER	0.50	HASTINGS, BRYN E	01/03/2015
DEPARTURE	SHARONVILLE BRANCH	STUDENT SHELVER	0.30	POLICASTRO, MARGARET C	01/30/2015
DEPARTURE	SORTING & MATERIALS RETRIEVAL	PAGE	0.50	DESALVO, JOANNA	12/13/2014
DEPARTURE	SORTING & MATERIALS RETRIEVAL	PAGE	0.50	CUNNINGHAM, KATHERINE E	01/03/2015
DEPARTURE	SORTING & MATERIALS RETRIEVAL	SORTER	0.50	GOURLEY, STEPHEN	11/28/2014
DEPARTURE	SYMMES TOWNSHIP BRANCH	STUDENT SHELVER	0.30	MATTARIDI, EMMIE	12/15/2014
DEPARTURE	WESTWOOD BRANCH	LIBRARY SERVICES ASSISTANT	0.50	SCHINKAL, KATHRYN A.	12/02/2014
DEPARTURE	WESTWOOD BRANCH	LIBRARY SERVICES ASSISTANT	0.50	MITCHELL, ALEXIS	01/23/2015
DEPARTURE	WYOMING BRANCH	STUDENT SHELVER	0.30	BONNER, MATTHEW	11/30/2014
DEPARTURE	HUMAN RESOURCES	HUMAN RESOURCES DIRECTOR	1.00	BENNETT-BROWN, MARY E.	11/28/2014
DEPARTURE	LOVELAND BRANCH	LIBRARY SERVICES ASSISTANT	1.00	YEAGER, DONNA M.	11/29/2014
DEPARTURE	NORTHSIDE BRANCH	CHILDREN'S LIBRARIAN	1.00	ROGERS, SHARON G	11/29/2014
DEPARTURE	SORTING & MATERIALS	PAGE	0.50	EVERAGE, DARIUS	12/22/2014

DEPARTURE	RETRIEVAL NORWOOD BRANCH	SENIOR LIBRARY SERVICES ASST	1.00	FIELDS, ARLEEN	12/13/2014
PROMOTION	CLIFTON BRANCH	LIBRARY SERVICES ASSISTANT	0.50	FEHRING, JAMIE R	01/04/2015
PROMOTION	GREENHILLS BRANCH	SENIOR LIBRARY SERVICES ASST	1.00	PRESLEY, SONDR A	01/18/2015
PROMOTION	HUMAN RESOURCES	HUMAN RESOURCES DIRECTOR	1.00	KAUFMAN, ANDREA K.	12/07/2014
PROMOTION	HUMAN RESOURCES	SENIOR HR GENERALIST	1.00	HARDIN, KYLA D.	12/07/2014
PROMOTION	INFORMATION & REFERENCE DEPT	ILL SPECIALIST	1.00	LEJA, MARK	01/04/2015
PROMOTION	MONFORT HEIGHTS BRANCH	TEEN LIBRARIAN	1.00	SMALLWOOD, LAUREN	11/23/2014
PROMOTION	NORWOOD BRANCH	LIBRARY SERVICES ASSISTANT	0.50	MULLINS, RADER	12/21/2014
PROMOTION	SORTING & MATERIALS RETRIEVAL	MATERIALS RETRIEVAL MANAGER	1.00	LEWIS III, CHARLES S.	12/07/2014
PROMOTION	TECHCENTER / MAKERSPACE	LIBRARY SERVICES SPECIALIST	1.00	VIDMAR, DONN B	01/18/2015

- Statistical Report for January 2015.
- Top Ten Circulating Report for January 2015.

Mrs. LaMacchia moved that the Board approve the report as filed. Mr. Wright seconded.

Voting for the motion: Mr. Hendon, Mrs. Trauth, Mr. Zaring, Mrs. LaMacchia, Mr. Wright, and Mr. Sittenfeld...6 ayes. The motion carried. **(04-2015)**.

The Regular Meeting was then adjourned.

President

Attest: Secretary